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MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology

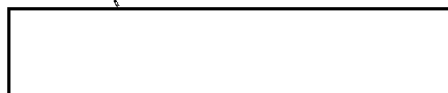
SUBJECT : Requests for Training Films

1. A review has recently been made of the Film Production Unit located in the Office of Training. As a result of this review, certain new procedures and controls have been established concerning the request and approval for production of motion pictures. The primary mission of the Unit is to produce films for use in OTR training programs and the secondary mission is to produce films in support of other Agency requirements.

2. The Deputy Director for Support is responsible for approving motion picture requests and determining production priorities. Requests from various Agency components must have the approval of the appropriate Deputy Director and then be forwarded directly to the Office of Training for review. These requests will contain (1) a description of the film's projected use including frequency of showings and expected life, (2) an estimate of the cost of production, and (3) a statement of agreement to pay all costs in excess of regular staff salaries of the Unit and use of existing equipment and facilities.

3. The Office of Training will render budget and technical guidance to the requesting office, conduct preliminary negotiations in the event of production conflicts, and make appropriate recommendations to the Deputy Director for Support concerning all aspects of the film's production.

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R. L. Bannerman
Deputy Director
for Support

cc: Director of Training

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